

## STAGE 3 PLAN REVIEW DISTRIBUTION

Plans are to be distributed electronically via email by providing a link to the PDFs in ProjectWise. If a recipient does not have access to ProjectWise, attach the PDFs to the email.

For submittals with multiple recipients, the submittal should be addressed to the recipient that is bold and capitalized. All other recipients for the submittal are copied.

The recipients shown for each submittal are not all inclusive. Recipients may be added or removed as deemed necessary.

If a recipient requires hard copies, it will be noted in the "Remarks" section.

Distribution of Preliminary Plans			
Purpose	Recipient	Information Needed	Remarks
Pre-Design			
Kickoff Meeting (For larger and/or more complex projects.)	DISTRICT PROJECT ENGINEER	Title Sheet	
	District Area Engineer		
	ADA of Engineering		
	HQ Utilities		
	District Utility Specialist		
	HQ Real Estate Section		
	Real Estate Regional Manager		
	Road Design Section		
	Bridge Design Section		Bridge within project limits.
	Environmental Section		
	Railroad Construction Unit		If railroads tracks are within the project limits, adjacent to the project or <u>near</u> * the terminus.
	MPO		If within MPO area.
	LPA		
Consultant			
30% Preliminary			
Pavement Design	Pavement and Geotechnical Section	Title Sheet, Proposed Typical Section, Traffic Data	
Utility Review	HQ UTILITIES	Title Sheet, Plan/Pro Sheets	
	District Utility Specialist		
QA/QC Check	CADD - QA/QC Group Manager	Title Sheet, Plan/Pro Sheets	For Road Design in-house projects only.
60% Preliminary			
Road Design	Road Design Section	Full Plan Set	
Bridge Design	Bridge Design Section	Full Plan Set	Bridge within project limits.
Geometric Review	Traffic Engineering Development	Full Plan Set	
Soil Borings, Probing, Sub-grade Soil Survey, pH & Resistivity	DISTRICT LAB ENGINEER	Title Sheet, General Bridge Plan, Plan/Pro Sheets	
	Pavement and Geotechnical Section		
Drainage Review	Hydraulics Section	Full Plan Set, Drainage Calculations	All projects.
Begin Property Survey & Base Right-of-Way Maps	Location & Survey Section	Title Sheet, Plan/Pro Sheets	Preliminary taking lines.
Environmental Initiation	ENVIRONMENTAL SECTION	Title Sheet, Plan/Pro Sheets	Initiate environmental process and for permit determination.
	Environmental Section Permit Coordinator		
Railroad Review	Railroad Construction Unit	Title Sheet, Plan/Pro Sheets	If railroads tracks are within the project limits, adjacent to the project or <u>near</u> * the terminus.
QA/QC Check	CADD - QA/QC Group Manager	Title Sheet, Plan/Pro Sheets	For Road Design in-house projects only.
95% Preliminary			
95% Preliminary Plan-In-Hand Meeting (Plans must be distributed at least 21 days prior to meeting. For In-House projects, the Project Manager is responsible for taking notes at the PIH meeting. For Consultant projects, the Project Manager may delegate that responsibility to the Consultant.)	CONSTRUCTION SECTION	Full Plan Set (w/ Master Summary Sheet)	
	District Project Engineer		
	District Area Engineer		
	ADA of Engineering		
	Traffic Engineering Development		
	District Traffic Operations Engineer		
	HQ Utilities		
	District Utility Specialist		
	District Permits Specialist		
	Pavement and Geotechnical Section		
	Road Design Section		
	HQ Real Estate Section		
	Real Estate Regional Manager		
	Bridge Design Section		
	ITS Section		
	FHWA		
	FAA		
	Environmental Section		
	Environmental Section Permit Coordinator		
	DOTD Landscape Architect		
	Consultant		
	Compliance		
	MPO		
	LPA		
	Railroad Construction Unit		
QA/QC Check	CADD - QA/QC Group Manager	Full Plan Set (w/ Master Summary Sheet)	For Road Design in-house projects only.
100% Preliminary			
Response to PIH Meeting Comments	Same as PIH meeting recipients	List of all comments received at PIH meeting along with a response to each	
Finalize Property Survey & Base Right-of-Way Maps	Location & Survey Section	Title Sheet, Plan/Pro Sheets	Final taking lines.

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Definition of "near":

1. If the project begins or ends between the crossing and the LADOTD required advanced placement distance for the advanced (railroad) warning sign and the project involves roadway surfacing improvements (with the exception of preservation treatments and striping projects). See LADOTD Pavement Marking Standard Plans for distance.
2. An intersection traffic signal within the project is linked to the crossing's flashing light signal and gate or is within 200' of a crossing.

Distribution of Final Plans			
Purpose	Recipient	Information Needed	Remarks
Final Right-of-Way			
Joint Plan Review (If a Joint Plan Review meeting is deemed necessary, the Project Manager is responsible for setting up the meeting and taking notes. Location & Survey will run the meeting.)	LOCATION & SURVEY SECTION	Full Plan Set, Base Right-of-Way Maps	Any changes to the taking lines prior to the JPR do not require the approval of the Road Design Administrator. Only after the JPR are the right-of-way maps considered final and any changes thereafter would require approval of the Road Design Administrator.
	HQ Utilities		
	District Utility Representative		
	District Project Engineer		
	District Area Engineer		
	Real Estate Section		
	Road Design Section		
	Bridge Design Section		
Revised Final Right of Way (Approval of Road Design Administrator required before making submittal.)	LOCATION & SURVEY SECTION	Title Sheet, Specific Plan/Pro Sheets (w/ changes to r/w highlighted)	Projects of Division Interest (PoDI)
	HQ Utilities		
	District Utility Specialist		
	District Project Engineer		
	District Area Engineer		
	Real Estate Section		
	Environmental Section		
	Environmental Section Permit Coordinator		
60% Final			
Geometric Review	Traffic Engineering Development	Full Plan Set	
Drainage Review	HYDRAULICS SECTION	Full Plan Set, Drainage Calculations	For sub-surface drainage projects.
	HQ Utility Section		
	District Utility Specialist		
QA/QC Check	CADD - QA/QC Group Manager	Full Plan Set	For Road Design in-house projects only.
95% Final			
Constructability Review	DISTRICT PROJECT ENGINEER	Full Plan Set, <a href="#">Constructability Review Form</a>	Constructability Review Form should be returned before making ACP submittal.
	District Area Engineer		
95% Final Advance Check Prints (ACP) (If deemed necessary by the Project Manager, a 95% Final Plan meeting can be held for larger and/or more complex projects. If this meeting is held, the Constructability Review Form is not required.)	CONSTRUCTION SECTION	Full Plan Set	Projects of Division Interest (PoDI).
	District Area Engineer		
	District Project Engineer		
	ADA of Engineering		
	Traffic Engineering Development		
	District Traffic Operations Engineer		
	HQ Utilities		
	District Utility Specialist		
	District Permits Specialist		
	Pavement and Geotechnical Section		
	Road Design Section		
	HQ Real Estate Section		
	Real Estate Regional Manager		
	Bridge Design Section		
	ITS Section		
	FHWA		
	Environmental Section		
	Environmental Section Permit Coordinator		
	DOTD Landscape Architect		
	Consultant		
	MPO		
	Contracts & Specifications		
If within MPO area.			
Railroad Construction Unit	Submit one half-size hard copy at this stage only if you need Contracts & Specifications to start working on proposal early. Otherwise, make electronic submittal.		
	If railroads tracks are within the project limits, adjacent to the project or <b>near</b> the terminus.		
QA/QC Check	CADD - QA/QC Group Manager	Full Plan Set	For Road Design in-house projects only.
98% Final			
Contracts & Specifications Review	Contracts & Specifications	Full Plan Set	Submit one half-size hard copy.
Storm Water Pollution Prevention Plan (SWPPP)	Contracts & Specifications		All projects.
Louisiana Pollution Discharge Elimination System (LPDES)	Louisiana Department of Environmental Quality (LDEQ)	<a href="#">Stormwater General Permit - Notice Of Intent (NOI)</a>	Stormwater discharges associated with construction activity 5 acres or greater.
Trainee Determination	CONTRACTS & SPECIFICATIONS	Trainee Determination Form	Only if Fed Aid Funds > 750k.
	Compliance		
QA/QC Check	CADD - QA/QC Group Manager	Full Plan Set	For Road Design in-house projects only.
Chief Engineer's Signature			
Final Plans & Estimate for Signature	Chief Engineer	Full Plan Set, QA/QC Checklist, Constructability Review Form, Engineer Estimate Signature Sheet, Trns•port Cost Estimate	If following a digital plan process: Submit one half-size hard copy along with email that contains link to PDF plan set. Title sheet will be digitally signed by the Chief Engineer.

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2. An intersection traffic signal within the project is linked to the crossing's flashing light signal and gate or is within 200' of a crossing.

Distribution of Final Plans (continued)			
Purpose	Recipient	Information Needed	Remarks
<b>100% Final Plans</b>			
Final Signed Plans	General Files	Full Plan Set, Distribution Form	Send a copy of the stamped General Files transmittal letter to: Contracts & Specifications, Electronic Plans/Falcon Manager, Construction, District Administrator, District Area Engineer, District Project Engineer, Location & Survey, HQ Utilities, Road Design, Bridge Design, MPO and LPA.
<b>Change Orders</b>			
Change Order	<b>CONSTRUCTION SECTION</b>	Title Sheet, Voided Sheets, Revised Sheets	Submit ten half-size hard copies and four full-size hard copies. <a href="#">EDSM I.1.1.28</a>
	HQ Utilities		
	District Utility Specialist		
	FHWA		Projects of Division Interest (PoDI)
	Real Estate Section	Title Sheet, Revised Plan/Pro Sheets	Only if right of way has changed.